OPEN TO: In-House Candidates Only   **OPENING DATE:** January 31, 2013
TITLE: AID Development Program Assistant   **CLOSING DATE:** February 13, 2013
GRADE: GRADE: FSN-9 (Rs. 1,222,464 P.A. to Rs. 2,271,353 P.A.)   **AGENCY:** USAID
Position No: 80040-013   **LOCATION: ISLAMABAD**

BRIEF DESCRIPTION OF DUTIES: The Development Program Assistant is located in the Performance Management Unit (PMU) of the USAID/Pakistan Program Office (PRM), with responsibility for tasks related to incorporating performance management across the full program cycle from strategic program design to project closeout and project re-design. Activities address supporting technical offices in planning for monitoring, evaluating and reporting results. The incumbent will be responsible for managing and analyzing data and information on USAID projects and programs, and will provide technical assistance on monitoring, evaluation, and learning. Provides technical assistance on results frameworks review and updates, and liaises with key offices and units inside USAID/Pakistan on performance management. Based on these day-to-day activities, the incumbent will recommend improvements to systems and operational policies and procedures as the new performance management effort at USAID/Pakistan evolves.

QUALIFICATION REQUIRED:

EDUCATION: Completion of a University Degree (fourteen years of education) in Business Administration, Economics, Social Science or other related field is required.

EXPERIENCE: At least five years of progressively responsible experience in development assistance or related work, work with an international or donor organization, or equivalent work with a private or host-government entity is required. Required experience should be in collection, analysis, evaluation, and presentation of information, and should include a combination of program management, activity design, program budgets, performance management, and/or monitoring and evaluation planning.

LANGUAGE: Level IV (fluent proficiency) Reading/Writing/Speaking in English and Urdu is required. Language skills may be tested.

KNOWLEDGE: Incumbent must have advanced working knowledge of monitoring and evaluation systems and best practices. Should be able to acquire knowledge of U.S. Government regulations and procedures (particularly related to development assistance, including programming and evaluation policies, regulations, procedures, and documents). Must have a good knowledge of government programs, development agencies, NGOs, and other private sector entities involved in development activities. Must have a thorough knowledge of general technical and administrative practices and be able to maintain relevant internal controls.

ABILITIES & SKILLS: Incumbent must have excellent interpersonal skills and be able to work collegially and effectively with U.S. Government staff and it's implementing partner staff. Incumbent must communicate constructively and provide appropriate guidance and support. Excellent judgment, problem solving, analytical, evaluation, and organizational skills are required. Incumbent must be able to obtain, analyze, and evaluate a variety of data, and must organize and present the data in a meaningful oral or written form. Must draft factual and interpretive reports covering complex subject matter. The ability to work independently, and orient and train lower - level staff when appropriate, is required. Advanced computer skills are required so that the incumbent can utilize basic databases or tracking systems and manipulate and present a variety of data to many different types of audiences. A demonstrated ability to use computer programs such as PowerPoint and Excel to represent and present information is essential. Due to the pace and workload of this position, speed and accuracy for computer related tasks are required.

ADDITIONAL SELECTION CRITERIA:
1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:
Interested applicants must submit their duly completed DS-174 (Application for Employment as LE Staff). Applications should be forwarded on the following email/mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelope. Applications can also be submitted by email at **FSNIslamabad@usaid.gov**. While submitting through email, the Vacancy Announcement Number (e.g. 13-18) must be mentioned in the subject line.

Human Resources Unit, Executive Office, USAID/Pakistan
U.S. Embassy, Diplomatic Enclave, Islamabad

Applications received after the closing date and incomplete applications will not be considered. Applications not submitted on the prescribed application form and on the given email/mailing address will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:
1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.

2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: February 13, 2013

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.